

**ALAMO NAVAJO SCHOOL BOARD, INC.**  
**POSITION DESCRIPTION**

**TITLE:** Laboratory Technician/*Trainee*      **EMPLOYMENT TERM:** 12 Month Full-time

**DIVISION:** Health Services      **DEPARTMENT:** Health Services Division

**EXEMPT/NON-EXEMPT:** Non-Exempt      **FUNDING SOURCE:** IHS Contract

**QUALIFICATION:**

1. AA Degree in medical technology, or equivalent experience *of 2 years in the field* and *certified* training in an established medical laboratory or medical facility preferred.
2. *Must be a high school graduate or hold a GED to be eligible for the trainee.*
3. Previous experience; must have demonstrated applicant's ability to write and read English well enough to keep careful records of tests and results, prepare laboratory reports, and follow written technical manuals protocols and procedures. *TABE test score at 8<sup>th</sup> grade level.*
4. *Must demonstrate the ability to* work systematically and accurately, carefully following prescribed procedures. Maintain good interpersonal relationships with both program staff and community members.
5. Must have practical knowledge of laboratory procedures; laboratory and medical terminology and equipment; laboratory chemicals, solutions and reagents; and normal body fluid constituents; sufficient to accurately conduct, record and report medical laboratory test results.
6. Must be able to safely operate and maintain specialized equipment and instrumentation customarily used in a clinical laboratory, such as chemical analyzers and automated blood cell counters.
7. Must be able to understand and implement quality control and preventive maintenance procedures to assure accurate and reliable test results.
8. Must be willing and able to carefully follow established procedures, protocols, policies, guidelines and oral instructions, and use written laboratory manuals and reference materials appropriately,
9. *If entering at a Trainee level must accrue six (6) postsecondary hours per fiscal year in recognized course work towards an AA degree.*

**INDIAN PREFERENCE:** Preferential consideration for employment will be given to persons of documented Navajo, American Indian or Alaskan Native Tribal membership who meet the qualifications above, in accordance with the requirements of P.L. 93-638 and the Navajo Nation Tribal Code.

**SUPERVISED BY:** Lab Supervisor

**SUPERVISES:** NONE

**PAY RANGE:** Placed at grade G on the ANSB General Salary Scale *with experience.*  
*Grade E for Trainee.*

**WORKING HOURS:** Monday – Wednesday 8am to 5pm; Thursday 7am to 7pm  
Friday 8am – 3pm

**LUNCH HOUR:**

One hour 12-1:00pm

**POSITION GOAL:** To provide timely, accurate and reliable chemical, hematological, coagulatory, microbiological and urinalytical testing and related medical laboratory procedures, either on site or by referral to other medical laboratories, in support of the Alamo Navajo Health Services primary health care program.

**DUTIES & RESPONSIBILITIES:**

1. Supports and efficiently carries out responsibilities in accordance with Alamo Navajo School Board, Inc., Policies and Procedures.
2. Supports and carries out responsibilities in accordance with New Mexico State Educational Competencies.
3. Represents Alamo Navajo School Board, Inc. in manner reflecting professionalism and which enhances community understanding of the program.
4. Protects the confidentiality of student & personnel information.
5. Maintains a high personal standard of professional and ethical conduct. Accepts professional responsibility for keeping informed on current educational topics and advancements.
6. Obtains biological specimens and performs a variety of medical laboratory tests and or procedures upon request, including but not necessarily limited to procedures such as dipstick (or tablet) reagent urinalysis; blood glucose, fecal occult blood, spun hematocrit and hemoglobin – copper sulfate; erythrocyte sedimentation; urine pregnancy and ovulation tests; etc. within a limited of current expertise and training. Prepares reports on results, and submits them to medical personnel requesting tests.
  - A) Carefully follows all instructions, written protocols, procedures and safety precautions in drawing blood, or otherwise contacting patients, or in handling body fluids or wastes, in the performance of laboratory operations.
  - B) Implements established laboratory quality assurance and quality control test procedures, systematically checking reagents, instruments, test kits and supplies, and both checking and logging incubator and refrigerator temperatures daily.
  - C) Systematically implements the ANSB Clinic Laboratory's OSHA Bloodborne Pathogens Exposure Control and Chemical Hygiene Plans and meets applicable requirements of the Clinical Lab Improvement Act of 1988.
7. Maintains laboratory facility and all laboratory equipment and vessels in fully clean and operative condition, sterilizing all items where protocol requires it. Systematically performs preventive maintenance on all laboratory equipment.
8. Follows protocols for disposition of laboratory waste.
9. Reports any laboratory equipment malfunction or breakdown immediately to supervisor.
10. Monitors and re-order Laboratory supplies and minor equipment or utensils through supervisor, as necessary to be prepared to provide Laboratory services at all times.
11. Assures that all required records of work done are kept, and that required reports are submitted in a timely basis.
12. Assists with transportation of Alamo Clinic clients, official errands, and duties of other Clinic personnel such as the Clinic Aide, or Pharmacy Technician, only on specific assignment by supervisor. Refers all requests for the same to supervisor for decision.
13. Makes proper use of, and protects Alamo Clinic equipment and supplies.
14. Provides for own professional growth through ongoing program of reading, and as scheduled by the supervisor, accepts and actively participates in training related to the job. Makes use of knowledge and skills learned on the job.

15. Performs other duties as assigned.

**SPECIAL CONDITIONS:**

1. This is a child sensitive position subject by law to finger printing and a criminal/character background investigation.
2. Pursuant to Resolution #R81029, the Employee is authorized by the Board to provide services to non-Indians living within or near the Alamo Navajo community boundaries on a fee-for-service or third party payment basis, provided that provision of such service does not interfere with the primary responsibility of the Alamo Navajo Health Center to meet its service obligations to Alamo Navajo community members and other eligible Indian beneficiaries.
3. The Employee is deemed to be an employee of the Federal government while performing work under the Board's Indian Self-Determination Agreement for purposes of Federal Tort Claims Act coverage. This status is not changed by the source of the funds used by the Board to pay the Employee's salary and benefits unless the Employee receives additional compensation for performing covered services from anyone other than the Board. The Employee's status for Federal Tort Claims Act purposes is also not affected by the Provision of services to non-IHS beneficiaries.
4. The Board's designated tort claim liaison with the Federal government is the Executive Director. Any tort claim (including any proceeding before an administrative agency or court) filed against the Employee or the Board that relates to performance under this Employment contract and the Board's Indian Self-Determination Agreement, should be reported by the Employee immediately to the Executive Director so that notification can be made to the Secretary of the Department of Health and Human Services pursuant to 25 Code of Federal Regulations 900.188.

**EVALUATION:** Will be evaluated in accordance with the Alamo Navajo School Board, Inc., policies and procedures.

**Board Approved:**

Certification: "I have carefully reviewed the above position description of the qualifications, duties, and responsibilities of this position and certify acceptance of this description as complete and accurate."

**CERTIFICATION:** "I have carefully reviewed the above description of the qualifications, duties and responsibilities of this position and certify acceptance of this description as complete accurate."

---

*Division Director*

---

*Director of Personnel*

---

*Executive Director*

---

Employee

---

Date

---

Immediate Supervisor

---

Date